



LMSB - IRS.gov Content Publishing Request

Instructions: Complete the yellow fields and submit this form to your [Industry/Function IMD Coordinator](#) to request publication of new content or to change existing content on the IRS.gov web site. Please be sure to complete all necessary fields.

1. Content Provider Information

Requested By	
Phone Number	
Today's Date	
Requesting Organization	
Content Area Admin	Cynthia Barfield

2. Priority

Select one: (by placing an "X" in the appropriate box, enter date if high priority)

<input type="checkbox"/>	High Enter "Publish by" Date:	
<input type="checkbox"/>	Medium	
<input type="checkbox"/>	Low	

3. Approvals

Is approval required? If yes, please specify approvals received by completing the following table:

Organization	Approver's Name	Date
Team Manager		
Branch or Director Level Manager		
Chief Counsel		
Please Specify Other:		



4. Content

Request Type: (select one by placing an **X** in the left column and entering the Content Location Information)

	Request Type	Content Location Information	
	Update Existing Content	IRS.gov URL:	
		Content Title:	
	Delete Existing Content	IRS.gov URL:	
		Content Title:	
	Add New Content	Source Page Title (where will this new content be linked from?):	
		IRS.gov URL of Source Page:	

Instructions to Publisher:

Briefly describe your request (one to two sentences only)	
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Expiration Date (cannot be later than one year from the publication date):

Expiration Date:	
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Content Category: For LMSB, it must be one of the following:

- o Businesses,
- o International Businesses,
- o Corporations, or
- o Partnerships

Enter one content category:	
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Content Description:

Title: Use plain text, no HTML, 150 characters or less	
Abstract/Summary: This text will display below the title on the	



source page. Use plain text, no HTML, 300 characters or less.

Body:

- This text will display on the website.
- Specify links according to example including link address information and link wording, as it will appear in text.

Example: This is a link to the <LINK= <http://www.irs.gov>>IRS website<LINK>.

- Bullet lists should be marked with "<BULLET>".
For example:
 <BULLET>First item
 <BULLET>Second item
 <BULLET>Third item